Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I already have post-military employment.
Estimated date when I will separate/retire from active duty:
Location where I want to live:
Type of work I want to do:
Salary I want to earn:
need to consider during my transition to take care of my family's needs

Things I need to consider during my transition to take care of my family's needs.

Ok	ojective	Date	Personal Actions
	Education needs or requirements		
	Individual family member needs		
	Special medical needs		
	Other		

Things I need to consider as I prepare to leave active duty.

Objective	Date	Personal Actions
Develop a personal transition		
timeline.		
Attend a DOL TAP Employment		
Workshop.		
Attend a VA Benefits Briefing.		
Attend a DTAP Briefing.		
Update my will and other legal		
documents.		
Schedule my separation		
physical/dental evaluation.		
Receive post-government (military)		
service employment restriction		
counseling.		

Things I need to do/prepare for my retirement.

Objective	Date	Personal Actions
Evaluate my financial situation.		Complete budget worksheet in TAP workshop.
Determine what I plan to do in		
retirement.		
Determine where I plan to live.		
Receive post-government (military)		
service employment restriction		
counseling.		
Meet with the Retirement Services		
Officer.		
Join a professional organization.		
Write a resume to document my military		
experience.		

Personal Transition Timeline Active Component Soldiers

18-12 Months Prior to Planned Separation (24-12 for Retiring Soldiers)	Completion Date
Complete Preseparation Counseling (DD Form 2648) (NLT 12 mo prior)	
18-10 Months Prior to Planned Separation	Completion Date
Attend Individual Counseling and complete an ITP (NLT 10 mo prior)	F 3.7.5
18-9 Months Prior to Planned Separation	Completion Date
Attend DOL TAP Employment Workshop (NLT 9 mo prior)	Completion Date
7 Mend BOE 1741 Employment Workshop (NET 5 His phor)	
18-6 Months Prior to Planned Separation	Completion Date
Attend VA Benefits Briefing (NLT 6 mo prior)	Completion Date
Attend VA benefits briefing (NET 6 file prior)	
18-5 Months Prior to Planned Separation	Completion Date
Develop a resume of choice (NLT 5 mo prior)	Completion Date
Develop a resume of choice (NET 5 IIIO phot)	